



State of Connecticut
DEPARTMENT OF SOCIAL SERVICES
925 HOUSATONIC AVENUE λ BRIDGEPORT, CONNECTICUT 06606

POSTING DATE: AUGUST 2, 2006

CLOSING DATE: AUGUST 16, 2006

ANTICIPATED VACANCIES

ELIGIBILITY SERVICES SUPERVISOR - WESTERN REGION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

THE DEPARTMENT OF SOCIAL SERVICES IS PRESENTLY RECRUITING FOR **ELIGIBILITY SERVICES SUPERVISORS** IN OUR WESTERN REGION.

OPEN TO: Department of Social Services Employees

SALARY RANGE: \$52,066.00 - \$66,331.00

BARGAINING UNIT: SOCIAL AND HUMAN SERVICES (P-2)

LOCATION: WESTERN REGION – MULTIPLE OFFICES

EXAMPLES OF DUTIES: Supervises Eligibility Services Specialists, Eligibility Services Workers and other staff as assigned. Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance including identifying, planning and implementing training; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; consults with and directs staff in difficult, unusual and/or complex case resolution; implements personnel policies and procedures; performs related duties as required.

EXPERIENCE AND TRAINING

General Experience:

Seven (7) years' experience in the determination of client eligibility for public assistance.

Special Experience:

One (1) year of the General Experience must have been at the level of Eligibility Services Specialist.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a related area may be substituted for one (1) additional year of the General Experience

Consideration will be given to lateral appointments or to those candidates who have taken and passed the examination for Eligibility Services Supervisor and are eligible for appointment or the position may be filled by existing lists which we are obligated to use.

APPLICATION PROCEDURE: Candidates should forward a **COMPLETED, ORIGINAL** State Employment Application (PLD-1), which can be downloaded from the State of Connecticut's Department of Administrative Services Website at www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. Candidates should forward the State Employment Application (PLD-1) to:

LYNN GELZHEISER, PRINCIPAL PERSONNEL OFFICER
Department of Social Services
925 Housatonic Avenue
Bridgeport, Connecticut 06606